

Fort Thomas Swim Club Board Meeting Process & Agenda

1. Meeting Process:

1. Pre-Meeting Preparation:

- **Agenda Preparation:** The agenda should be prepared and distributed to all board members at least one week prior to the meeting.
- **Minutes Distribution:** The minutes from the previous meeting should be published and made available to the board members for review at least one week before the next meeting.
- **Member Sign-In:** Members wishing to speak during the feedback portion of the meeting must sign in before the meeting begins.

2. Call to Order:

- The meeting is called to order by the President at the scheduled time.

3. Member Feedback:

- **Time Limit:** Each member is allotted 3 minutes to speak.
- **No Discussion:** The board will listen to member comments without engaging in discussion. The purpose is to inform the board of member concerns, questions, or feedback.
- **Order:** Members speak in the order they signed in.
- **Closure:** Once all signed-in members have spoken, the member feedback portion ends.

4. Adjournment of Members:

- If the board needs to conduct confidential or sensitive business, members in attendance will be excused after the member feedback portion.

5. Board Business:

- The board proceeds with the meeting according to the agenda.
- Reports and discussions are limited to board members and invited personnel only.

6. Post-Meeting:

- **Minutes:** Draft minutes should be reviewed and finalized as soon as possible and then published before the next meeting.

2. Meeting Agenda:

1. Call to Order & Gavel In

- The President calls the meeting to order and initiates the meeting.

2. Member Feedback

- **Time:** Maximum of 30 minutes (based on the number of members signed in).
- **Process:** Members provide feedback in order of sign-in, with a strict 3-minute limit per person.

3. **Approval of Minutes from Last Meeting**
 - Review and approve the minutes from the previous meeting.
4. **Treasurer's Report**
 - Financial overview, including budget updates, expenses, and any financial decisions.
5. **President's Report**
 - Overview of key issues, decisions, and updates from the President.
6. **Manager's Report**
 - Updates from the club manager, including operations, staffing, and other management issues.
7. **Pool & Grounds Report**
 - Updates on pool maintenance, groundskeeping, and related issues.
8. **Swim and Dive Report**
 - Updates on swim and dive team activities, meets, and related issues.
9. **Membership Report**
 - Overview of membership status, renewals, and any membership-related concerns.
10. **Activities Report**
 - Updates on club events, activities, and member engagement.
11. **Old Business**
 - Follow-up on unresolved items from previous meetings.
12. **New Business**
 - Introduction of new issues, proposals, and matters requiring board attention.
13. **Set Next Meeting Date**
 - Confirm the date, time, and location for the next board meeting.
14. **Adjournment**
 - The President officially closes the meeting.

Additional Notes:

- **Efficiency:** Meetings should be run with a focus on efficiency, adhering strictly to the agenda and time limits.
- **Transparency:** The agenda and minutes should be made accessible to all board members and, where appropriate, to the general membership.
- **Member Communication:** Members should be informed about the process for submitting concerns or feedback outside of meetings.

This structure ensures that the board meetings are well-organized, productive, and respectful of everyone's time.